

CONFIDENTIAL

77-2592

14 October 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Supporting the Director in Meetings
with White House Staff and Cabinet Officers

REFERENCE : ES 77-6 dtd 3 May 77; Subj: Servicing
DCI Requirements and Your Needs

25X1

1. ☐ According to the Director's projected calendar for the week of 17 October, he is tentatively scheduled to meet with the following senior officials:

Tuesday, 18 October

1100 Dr. Brzezinski
1130 President Carter

25X1

2. ☐ Our records indicate that the Director has requested additional information from your office (see attached) to support him in his meeting with the above named senior officials.

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3. ☐ It is requested that you forward an appropriate response, if required, to the Director as outlined in paragraph 2a of reference above. Please include in your response a copy of the Director's original memorandum and highlight those portions you are answering.

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4. ☐ To provide the Director with sufficient time to review your materials prior to his meetings, please have them delivered to this office by COB the night before the scheduled meetings. The Executive Secretariat will continue to consolidate the materials from the various offices for the Director as required.

Deputy Executive Secretary

Attachment

Distribution:

C/Action Staff/NFAC
EO/DDO

Info: Cdr. McMahon

Internal Distribution:

Orig - ES Chrono

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ES/ :cs (14 Oct 77)

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(EXECUTIVE REGISTRY FILE *Cabinet Reading*
White House)

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D/NFAC

Subject

ER Number

Remarks

Conversation, 7 October

77-9366

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DDO

Subject

ER Number

Remarks

Conversation, 27 September

77-2491

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